

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION


☒ New Contract - - ☐ Amendment to Existing Contract: - - Amendment Number: _____

Division	Contract Manager:	MS-	Phone	CM Training Date
800 Electricity Supply Analysis Division	Paul Deaver	20	916-651-0313	8/24/06

Contractor's Legal Name	Federal ID Number
Aspen Environmental group	95-4337914

Title of Project
Technical Support and training For Electricity Supply Analysis Division

Term	Start Date	End Date	Amount
New/Original Contract	6 / 22 / 11	3 / 31 / 13	\$ 2,400,000

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information			
Proposed Business Meeting Date	6/1/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Paul Deaver	Time Needed:	15 minutes

Agenda Item Subject and Description
RFP for Technical Support and Training for Electricity Supply Analysis. This RFP provides technical support to the Electricity Supply Analysis Division. This RFP goes from 6/22/11 through 3/31/2013 and has a total of \$2,400,000 in funding.

Business Meeting approval is not required for the following types of contracts: <i>Executive Director's signature is required in all cases.</i>
<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
The purpose of this agreement is to provide technical assistance to the Electricity Supply Analysis Division. This includes transmission upgrade and generation system analysis, refinement of electricity demand forecasting methodologies, refinement of analytical methods to evaluate utilities' resource portfolios, assessment of the analytical methods used to prepare year-ahead electricity load forecasts, assisting staff in the evaluation of natural gas market parameters, and assisting staff in evaluating central station and distributed generation market.

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**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because The Contract is not building any type of physical structure, nor is it issuing any permits. The work in this contract is providing technical expertise to the Electricity Supply Analysis Division.

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: _____☐ Categorical Exemption. List CCR section number: _____☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$		\$	No	State - ERPA	10/11		\$800,000
ECAA	\$		\$	No	State - ERPA	11/12		\$800,000
State- ERPA	\$2,400,000	10/13	\$	No	State - ERPA	12/13		\$800,000
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$2,400,000		TOTAL:	\$ 0		TOTAL: \$2,400,000			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer

Name: Elise Camacho

Address: 8801 Folsom Blvd, # 290

City, State, Zip: Folsom, Ca 95826

Phone/ Fax: 818-338-6740

E-Mail: ecamacho@aspenev.com

Contractor's Project Manager

Name: Carl Linville

Address: 8801 Folsom Blvd, # 290

City, State, Zip: Folsom, Ca 95826

Phone/ Fax: 916-379-0350 Ext 12

E-Mail: clinville@aspenev.com

Contractor Is☒ Private Company (including non-profits)☐ CA State Agency (including UC and CSU)☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)**Selection Process Used**☒ Solicitation

RFP

Solicitation #: 800-10-801

☐ Non Competitive Bid (Attach CEC 96)☐ Exempt

Select Exemption (see instructions)

Civil Service Considerations☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

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- ☐ The Services Contracted:
- ☐ are not available within civil service
 - ☐ cannot be performed satisfactorily by civil service employees
 - ☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.
- ☐ The Services are of such an:
- ☐ urgent
 - ☐ temporary, or
 - ☐ occasional nature
- that the delay to implement under civil service would frustrate their very purpose.

Justification:**Payment Method**

- ☐ A. Reimbursement in arrears based on:
- ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time
- ☐ B. Advanced Payment
- ☐ C. Other, explain:

Retention

1. Is contract subject to retention? ☐ No ☒ Yes
- If Yes, Do you plan to release retention prior to contract termination? ☐ No ☒ Yes

Justification of Rates

The rates in this contract were competitively from an RFP that used cost as a scoring factor.

Disabled Veteran Business Enterprise Program (DVBE)

1. ☐ Not Applicable
2. ☒ Meets DVBE Requirements DVBE Amount:\$ 120,000 DVBE %: 5%
- ☐ Contractor is Certified DVBE
- ☐ Contractor is Subcontracting with a DVBE: _____
3. ☐ Requesting DVBE Exemption (attach CEC 95)

Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?

If yes, check appropriate box:

- ☒ No ☐ Yes
- ☐ SB ☐ MB ☐ DVBE

Is Contractor subcontracting any services?

If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

- | | | | | |
|--|-----------------------------|-----------------------------|-----------------------------|--|
| Granite Financial Services | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input checked="" type="checkbox"/> DVBE |
| See attachment A for full list of Subcontractors | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |
| | <input type="checkbox"/> No | <input type="checkbox"/> SB | <input type="checkbox"/> MB | <input type="checkbox"/> DVBE |

Miscellaneous Contract Information

1. Will there be Work Authorizations? ☐ No ☒ Yes
2. Will there be IT expenditures? ☒ No ☐ Yes
3. Is the Contractor providing confidential information? ☒ No ☐ Yes
4. Is the contractor going to purchase equipment? ☒ No ☐ Yes
5. Check frequency of progress reports
- ☒ Monthly ☐ Quarterly ☐ Other...
6. Will a final report be required? ☐ No ☒ Yes
7. Is the contract, with amendments, longer than a year? If yes, why? ☐ No ☒ Yes
- The services are highly specialized thus the time period to complete them will requires this length of time.

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**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date